



SBI LIFE INSURANCE CO. LTD

SBI LIFE /MS/15

Dated -14/10/2020

**Tender Document to Provide Air Conditioned/ Non Air Conditioned Vehicles (Bus/Mini Bus)
for Staff Transportation at Corporate Office, Natraj (Andheri)**

Sealed tenders in prescribed format are invited from reputed transport agencies for hiring of AC/ Non AC Buses (23 to 49 seater) for transportation of staff of SBI Life Insurance Co Ltd at Corporate Office, Andheri (East) on pickup & drop basis from pre defined destination.

Details of our requirement along with the rules and time schedule are enclosed.

The bidders should submit **technical bid (Annexure-1) and Commercial bid (Annexure-2)**. Tender should be submitted in the prescribed format available on website <https://etender.sbi/SBI/>.

The last date of submission of tender is 28/10/2020 (upto 5.00 PM)

Contract will be awarded initially for a period of 3 years with a lock in period of 1 year.

SBI Life reserves the right to reject any/ all proposals without assigning any reason whatsoever

Sr VP & Head - Management Services

Introduction

SBI Life Insurance Company Limited is a joint venture between the State Bank of India and BNP Paribas Assurance. It started its operations in 2001, SBI Life's Corporate Office is at Mumbai. It has a network of 16 regional offices and 900 branches and a work force of over 18000 employees located across the country.

The complete set of tender papers is for contract to provide vehicle for staff transportation **AC/ Non AC (Bus/ Mini bus)** at Corporate Office, Natraj. Please note that this set of tender documents comprising the following contents is confidential and is not transferable under any circumstances.

You are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

The rates of the items should be quoted as per the format enclosed.

Each submitted proposal must comprise a **“Technical offer - in a well indexed booklet form”** and a **“Commercial offer/ quote”**, each of which must be submitted separately.

Pre Bid meeting to address any queries by bidders will be held on 21/10/2020, 15.00 hrs at Corporate Office, Natraj, Andheri (East) Mumbai.

The Technical offers will be evaluated and offers which are found fit and responsive will only be considered for commercial offer. **The vendors may be called for an interaction at office/ on a video/ audio call to understand the competency and for clarifications.**

The selection of the supplier shall be at the sole discretion of SBI Life and no correspondence shall be entertained in this regard.

The Tenders received after 17.00 hrs on 28/10/2020 will be rejected.

SBI Life reserves the right to

- (a) Accept or reject any or all the offers in part or in full.
- (b) Accept or reject any or all the offers in part or in full irrespective of their being the lowest
- (c) SBI Life also reserves the right to empanel more than one supplier.
- (d) SBI Life may not require certain category of resources/services though the Bidder should submit the Bid for all the categories of resources /services as required under this bid.
- (e) SBI Life reserves the right to relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of SBI Life
- (f) SBI Life reserves the right to retender or negotiate with the lowest tenderer as regards the rates, terms and conditions of the tender, if deemed necessary.
- (g) SBI Life reserves the right to disqualify the tenderer blacklisted by State/Central Govt. undertakings/Public Sector Units or whose contracts have been terminated by SBI Life on account of poor performance, if any such information comes to the knowledge of SBI Life at any stage either during the tendering process or after short listing the bidder.

You are requested to peruse the tender documents carefully so as to avoid rejection of the tender for non-compliance with the necessary instructions or with Terms and Conditions.

You are requested to ensure that the offers are submitted after full consideration and understanding of the work envisaged under this contract. The bid once submitted shall be final and cannot be altered. Only one bid from each participant shall be accepted. In case any participant submits more than one bid, the participant shall be disqualified from the process of bidding.

Sr VP & Head- Management Services
For and on behalf of SBI Life Insurance Co Ltd

Bid Document

1. **Scope of Work.** The agency will have to provide transport facility through its **own/ buses registered on its name as given below.**

(a) Pick up and drop of staff members from destinations (as per schedule) to the office premises to and fro.

(b) The bus service will be provided **five days in a week** (Monday to Friday). The service may be extended on **Saturdays (in March)** on weekly holidays and govt holidays, if required by SBI Life, and on utilization of such service, the necessary charges will be borne by SBI Life within admissible quoted rate.

2. **Timing.** The bus should start picking up the respective staff members from the route as mentioned above at such time to reach office before commencement of working hours (at 9.10 AM) and should be dropped back through the same route after office hours.

3. **Branding.** The buses will have visible SBI life branding and signage provided by SBI Life. The statutory charges (RTO, BMC etc) as applicable will be borne by SBI Life on production of receipt.

4. **Qualifying Criteria.** Interested parties having **minimum five years of experience** and fulfilling the following criteria may participate.

(a) **Certificate of registration of the organization.**

(b) Reference from existing reputed clients, if any (three).

(c) **The bus/ vehicle should be of make post Jun 20 in excellent condition with luggage carrier above the seat. It should preferably be of Tata/ Marcopolo brand or equivalent.**

(d) Necessary approval from Transport Authority to operate transport buses.

5. **Other Terms and Conditions**

(a) Experience and age of drivers. The driver should be **more than 35 yrs old** and have minimum 5 years' experience of bus or heavy vehicle driving. The driver should not be changed frequently and without permission of SBI Life.

(b) The driver sent with vehicle during this contract should have a valid commercial driving license and police verification and that needs to be submitted to SBIL for verification.

(c) The bus should reach at start point 15 minutes before time. In a rare case of breakdown, vehicle sent as replacement/ standby should meet the standard criteria and may be subjected to inspection and approval.

(d) In case of accidents and legal breaches the Agency will be solely be responsible for the same. SBI Life will not enter into any litigation whatsoever under any circumstances.

- (e) The **agency shall be responsible for all claims from third parties** (including the staff of SBI Life) in the event of any accident. SBI Life will not be liable for any specific or consequential damages of any kind whatsoever.
- (f) The bus should be insured for **unlimited passenger liability**. In case of any violation of statutory norms such as Insurance etc. SBI Life will be at liberty to prefer a full claim with the Contractor.
- (g) The bus shall always carry **mandatory PUC and spares** viz, tool kit, fuses, tyre (spare wheel), spare plugs, fan belts, etc and should have adequate fuel. It will have **necessary firefighting equipment and First Aids Box**.
- (h) **Bus must be owned by the firm bidding for the above service and copies of relevant documents need to be submitted at SBIL before commencement of the contract.**
- (i) SBI Life reserves the right to **terminate the contract by giving 30 days notice** and without assigning any reason whatsoever.
- (j) Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be entertained by SBI Life in this regard.
- (k) The **seating arrangement, ergonomic, upkeep, maintenance, cleanliness** and decor of the buses at all times while in use should meet the Corporate Standard.
- (l) Buses to have adequate air circulation system and fan provisions.
- (m) **GPS tracking application usable by employee** and vendor through their smart phones to track the bus location/ movement.
- (n) Exact pick up points will be informed to the winning bidder. The pickup points may change as per requirement and will be informed by the management officials.
- (o) **Payment.** The terms and conditions of payment is as given below.
- Payment to the contractor for the bus on monthly basis will be based upon the bill submitted by the contractor.
 - Payment on account of parking will be not borne by SBIL.
 - Request for fuel revision will be entertained and compensated only if the prices of **fuel increase beyond 15%** from the date of commencement of contract. Any upward revision of fuel prices during the finalization of contract will not be a part of this 15%. Also, in case fuel prices fall below 15% of quoted price, the same benefit will be passed on to SBI Life. Every 15% increase or decrease from subsequent month in fuel prices will lead to a corresponding **5% increase or decrease in quoted prices from subsequent month**.

(p) **Penalty.** SBI Life will impose penalties for the evidenced deviations of the terms of the contract. The decision of the SBI Life will be final and binding on the contractor.

- In case the bus does not arrive at agreed start/ pickup point on time the proportionate charges will be deducted from the agency. (from the monthly bill).
- Any instance of deficiency in services (b, c, d, e, h, o, p) will be penalized by Rs 1000/- per instance and will be deducted from monthly bill.
- In case of deficiency of services like non availability of vehicle in time for staff, the SBI Life may impose penalty to be deducted from the monthly bill of the contractor.

(q) Bus operations should be app based. All boarding/ booking activities should be performed through the app.

(r) **Adequate seat to seat/ knee space should be available in each bus.**

(s) **RFID (Radio-frequency identification) / QR Code**

- Device based cards should be made available to employees for our easy identification of employees using bus facility.
- Route-wise pickup & drop details (daily/ weekly/ monthly) should be available on agency portal and same will be shared with SBI Life regularly.
- All information received from SBI Life which is in the nature of PII (Personally Identifiable Information) is confidential and should not be revealed to any third party.

(h) Exact pick up points will be informed to the winning bidder. The pickup points may change as per requirement and will be informed by the management officials.

Annexure – 1

Technical Bid Form Bus/ Mini Bus

Sr	Particulars
1	Company Details (Pvt Ltd/Proprietary Firm etc) Pl attach Registration/ Incorporation document
2	Experience (Years in the Field of Transport/ Travel) (Pl attach Registration/ Incorporation document)
3	Size of Fleet owned. (Kindly submit copy of RC Book)
4	Location of the Offices /control room and garages from where the buses are monitored (Shop & Establishment License/ Lease deed)
5	Control Room / emergency preparation facility availability. (Stamped & Signed letter of company enumerating the control room / emergency support facility)
6	Business Reference (Stamped & Signed reference/ satisfactory service letter of client)(At least 3)
7	Company Turnover (Audited P & L statement of last 3 F.Y)
8	Additional Safety Features installed (Purchase order of bus security system procured in last 3 years)
9	Any notice/ warning/ mail issued by the current client for poor services

Signature of Authorized person of Agency with seal

Annexure – 2

Commercial Bid - Corporate Office, Natraj

SBI Life Insurance Co Ltd				
Commercial Parameters for Selection of vendor for providing Staff Transportation				
Sr	Route	Capacity	AC Amount (Rs)	Non AC Amount (Rs)
1	Bhyander to Natraj, Andheri & Back (Via S V Road)	31 Seater		
2	Bhyander to Natraj, Andheri & Back (Via W E Highway)	31 Seater		
3	Thane (Kasarwadavali) to Natraj, Andheri & Back (Via JVLR Seepz)	31 seater		
4	Kaharghar to Natraj, Andheri & Back (Via Airoli, Sion)	31 seater		
5	Kalyan (Gurudev Hotel) to Natraj, Andheri & Back (Via JVLR- Seepz)	31 seater		
	TOTAL			

- Applicable GST extra.
- Toll charges Extra
- If any other Terms & Conditions pl specify.